

**Bylaw Review Committee Meeting
Tuesday, June 19, 2018
First Floor Meeting Room, Town Hall**

Members present: Bernard Kubiak, Robert Ritchie.

Staff present: Economic Development Director Geoffrey Kravitz

Meeting convened at 9:30 AM

No public comments.

Minutes: accepted by unanimous consent

The committee reviewed the “penalty block” (data block) to begin each of section. Discussion of noting when a bylaw is enforced under non-criminal disposition. In the administrative section will note that for all bylaws when fines are described, the numbers to be interpreted as “up to” the number, except for non-criminal disposition. Penalty block will have a note as to disposition. Kravitz will add a penalty block to each bylaw.

Article 2 was reviewed and edited. Kravitz will distribute copies of the edits, the final track change version will be posted. In the interest of time, the committee will attempt to move through as much of the bylaws as time allows at each meeting, rather than a single section.

The committee agreed to adopt the following conventions:

- Should “or” have a mandatory disjunctive meaning the text will make that clear, otherwise the term “or” will encompass the term “and/or.” The term “Included” will encompass “included but not limited to.”
- If a section is referenced by more than one indicator. How that’s managed will be addressed when an alphanumeric framework is introduced.
- There will be a data block for fees that replicates the “penalty block” for fines. Where a fine follows the non-payment of a fee, both are included in the data block.

The committee schedule was outlined as follows:

July: meeting to be held on 3rd, 10th, 17th, 31st (no meeting on the 24th)

August: 7th, 14th, 28th (no meeting on the 21st)

Meeting adjourned at 11:30 AM.

Respectfully submitted,

Bernie Kubiak, Clerk Pro Tem

Documents referred to: Town of Amherst Bylaws, Article 2